



The New York State Office of
Religious and Independent Schools

PROFESSIONAL DEVELOPMENT RESOURCE CENTER (PDRC)

The Upstate PDRC – All NYS Regions North of NYC

Google Classroom Organization: A Quick Guide

Look for more Quick Guides on the
Upstate PDRC website:

[https://www.nysed-soris-upstate-pdrc.org/
quick-start-guides](https://www.nysed-soris-upstate-pdrc.org/quick-start-guides)

SCHOOL IS BACK...

and so is Google Classroom



Goals of this Guide:

- a brief introduction to the basics of Google Classroom, adding students, creating assignments, and working with Stream
- tips and tricks to keep your classroom neat and organized, with two different methods (organizing by subject and organizing by week)
- how to use your class drive, easily see what needs to be graded, and other quick ideas for helping your students navigate their work

TO SUMMARIZE:

1. Try to spend some time in the first few days of class letting kids get to know your google classroom and your expectations. If you're using emojis or icons, let them know what these mean. Let them know exactly where to go to find their assignments, and let them know how you plan to give them feedback on the assignments. Maybe record yourself doing a tutorial on how to navigate your classroom!
1. Don't forget that you can't see your student's class drive and they can't see yours!! You can only see if they "turn in" assignments, and if they SHARE a document with you.
1. To easily find the assignments you need to grade, go to the menu - to do - grade assignments. Easy Peasy!
1. Make use of scheduling posts! Those posts don't show up on the students' classroom until the date you choose, but it helps keep you organized and on top of the game!





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